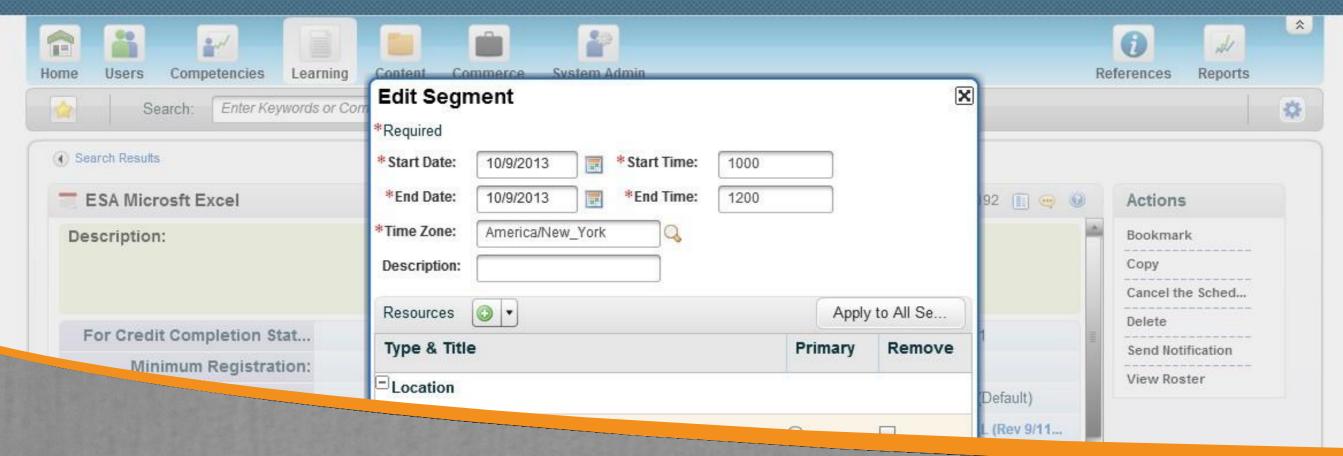
theck System





# **Segments**

Modify segments of a scheduled offering, assign resources to a segment, and record attendance for a segment.



Successfactors™ An SAP Company

**SUCCESS ACADEMY** 

## **Segments:** Resources Assigned to Segments

A segment is a block of time within a scheduled offering primarily used for resource allocation. If a user is registered in a scheduled offering, he or she is registered in all segments. Segments contain any applicable resources (e.g., locations, equipment, and instructors) needed for the specified timeframe. Resource assignment to a segment is optional, but each scheduled offering must have at least one segment.

Admin Tools > Learning > Learning Administration >Learning > Segments

### **Assigning Locations**

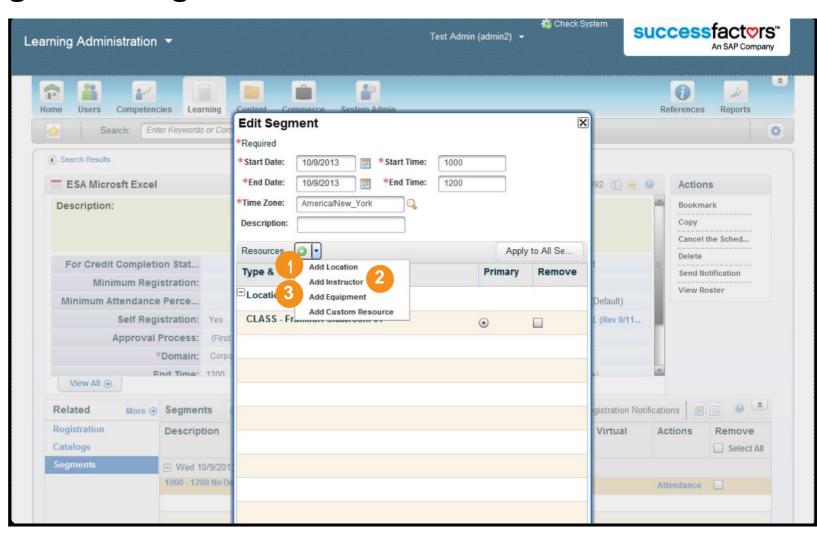
When you identify the training location, you can assign it to the segments within a scheduled offering. SuccessFactors Learning allows you to search the database for locations that match the type of location the item creator designated.

#### **Assigning Instructors**

Once the instructor is identified, he/she can be assigned to the segments within a scheduled offering. When searching for instructors, SuccessFactors Learning returns all instructors in the search results. The search results include a column that displays the resource availability, which can help when determining the segment resource allocation.

#### 3 Assigning Equipment

Equipment is any reusable resource that is used in the delivery of scheduled offerings. These include overhead projectors, television monitors, classroom laptops, etc. Equipment can be associated with locations and facilities. You may schedule equipment that does not come with the location that has been scheduled.



#### **Spotlight: Record Attendance**

For any segment of the scheduled offering you can record a user's attendance by clicking the Attendance link in the Actions column for any segment of the scheduled offering. If the scheduled offering has multiple segments, you can copy the attendance record and any comments for all users from the current segment to all segments that start on the same day.

